



**YOUR LEADERSHIP SERVED OUR COUNTRY.  
NOW, LET OUR CAREER OPPORTUNITIES SERVE YOU.**

**WAREHOUSE SUPERVISOR JOB DESCRIPTION**



The Warehouse Supervisor position supports the Warehouse Superintendent and management team within Safeway's Distribution Center complexes.

**Qualifications:**

- Must have served a minimum of 3 years as a non-commissioned officer with direct leadership experience in a branch of the United States Military. High school diploma or equivalent required; college degree is preferred.
- Must provide DD Form 214 indicating an honorable discharge or separation.
- 3-5 years experience in warehousing or logistics with 2-4 of those years in a supervisory capacity.
- Strong customer service, communication, organizational, analytical, supervisory, and leadership skills.
- Ability to build sound working relationships with hourly associates while managing union contract requirements, and experience holding employees accountable for working safely and ensuring a safe work environment.
- Ability to define performance measures and perform financial and metrics analysis.
- Proven ability to define performance measures related to the business and hold associates accountable for the same.
- Ability to analyze cost performance data to improve operations and reduce costs.
- Strong interpersonal, communication, and team building skills.
- Must possess the following traits: proactive, risk taker, change agent and strong sense of courage.
- Must be comfortable at giving and receiving open feedback.
- Able to supervise a medium size group of warehouse employees.
- Working knowledge of Microsoft Word, Excel, Access and PowerPoint.

**Key Responsibilities include, but are not limited to:**

- Plan warehouse work operations in accordance with shipments, received, store orders, perish-ability, and stock rotation requirements.
- Schedule and assign warehouse crew and equipment to meet schedules to handle daily volume efficiently.
- Supervise warehouse crews in a unionized environment.
- Supervise truck loading, order selecting, and receiving.
- Ability to coach, train, and lead work teams to achieve performance as it relates to specialization in receiving, processing, storage, order assembly or loading.
- Ensure adherence to Safeway policies, procedures, and practices.
- Take inventories as required. Report and clear indications of "out of stock" or "overstocked" conditions developing.
- Administrative duties as related to warehouse functions.
- Design, monitor, and maintain a safe working environment through compliance of safety programs.
- Supervise minor maintenance and sanitation as needed.
- Involved in and recommend hiring, promotions, terminations, performance appraisals, and labor standards.
- Maintain a high level of customer service for retail and public customers.
- Cultivate a positive and innovative work environment.
- Strive for fast continuous systematic planned improvement.

**Travel** will be required to attend a one-week new hire orientation at our corporate headquarters in Pleasanton, California.

**Relocation** is very important for a career at Safeway. Based on business needs, participants must be willing to relocate to any of the Safeway Distribution Center locations across the United States for placement following successful completion of the program. We are unable to predict the specific location where placement will occur following training so it is important to remain flexible to relocation based on business needs. Safeway provides a relocation package.

**Schedules** must allow for a variety of shifts and long hours including swing and graveyard, nights, holidays, and weekends.